

# **TOWN OF NEEDHAM**

## **MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS POLICY #405**

### **1. PURPOSE AND SCOPE**

The purpose of this policy is to convey the Town's expectations for professional and management employees concerning membership in professional associations, including appropriate use of Town time and expenses related to association business.

### **2. APPLICABILITY**

All General Government employees are subject to the provisions of this policy..

### **3. DEFINITIONS**

Refer to the Section 8.3 of the Personnel By-law for the definition of commonly used words.

### **4. POLICY**

The Town of Needham supports and encourages employees to join and participate in organizations or associations related to their municipal position or professional discipline. It is the policy of the Town that a reasonable amount of Town expense and work time may be devoted to such organizations, subject to the procedures set forth below.

### **5. PROCEDURES**

5.1 Dues Subject to appropriation, department managers may authorize payment of dues to professional associations for themselves or for staff members. Dues for organizations which were created to encourage professional development for members, or to propose and advocate for legislation in support of municipal interests, are appropriate. Payment for dues for membership in Massachusetts Municipal Association (MMA) affiliate organizations, and Massachusetts-specific organizations based on appropriate discipline (such as Fire Chiefs or Town Engineers) is appropriate, as is payment for dues for similar national or international organizations.

#### **5.2 In-state Conferences or Meetings**

5.2.1 Subject to appropriation, department managers may authorize payment of registration fees, expenses, and paid leave from work for attendance at in-state conferences held to promote the training, education, or the professional development of participants.

5.2.2 Payment for travel or expenses relating to other types of meetings (such as sub-committees or board of directors meetings) held on behalf of the MMA, its affiliate organizations, or other professional associations is appropriate.

5.2.3 Payment for travel or expenses for other non-educational meetings for other professional associations is appropriate if conducted in a reasonable manner.

#### **5.3 Out-of-State Conferences or Meetings**

- 5.3.1 Subject to appropriation, and any approvals contained in the Travel Expense Policy (#510), department managers may authorize payment for out of state conferences or meetings held to promote the training, education or professional development of participants. The appropriate amount of time devoted to out of state travel for education, training and/or professional development will be determined by the appointing authority.
- 5.3.2 Department managers may authorize attendance at out of state meetings which are not educational in nature. Employees are responsible for their own travel arrangements for non-educational meetings, such as conference planning or sub-committee meetings. The appropriate amount of time devoted to out of state travel for meetings other than education, training and/or professional development will be determined by the appointing authority. In extenuating circumstances, the Town Administrator may approve payment for travel arrangements for such meetings.
- 5.4 Publication All employees are encouraged to publish articles in professional, technical and scholarly journals. To protect the integrity of Town government, all such articles should bear the following caveat: "This article represents the opinions and conclusions of the author and not necessarily those of the Town of Needham."

## **6. SANCTIONS**

Any employee who violates this policy shall be subject to disciplinary action, up to and including suspension or discharge.

